
Mitigation Advisor – Disaster Contractors Network

Position Description:

The Disaster Contractors Network is a public/private partnership that provides a medium of direct dialogue between construction contractors and government during disaster response and recovery. It serves to provide contractors with the information and resources they need to help their customers successfully repair or rebuild their home after a disaster. Network staff educate the public about the advantages of disaster resistant construction. This position ensures operational coordination between the Disaster Contractor Network and Federal/State recovery and mitigation implementation.

Duties:

- ☐ Develops strategic planning for the Disaster Contractors Network in support of mitigation field activities.
- ☐ Facilitates public/ private coordination in the mitigation recovery operations.
- ☐ Designs and implements mitigation outreach to the construction industry and general public involved in the recovery.
- ☐ Serves as liaison between the disaster field office staff and the construction contractor network.
- ☐ Monitors issues which may be of concern to the industry and initiates problem-solving coordination with local/state/federal officials and contract community to facilitate resolution.
- ☐ Maintain Disaster Contractors Network website.

Knowledge, Skills and Abilities:

Knowledge

General knowledge of disaster loss reduction policies and practices. Familiarity with local building process, permitting, building codes, residential construction. General knowledge of construction contractor environment.

Skills

- ☐ Written and oral communications
- ☐ Coordination and negotiation
- ☐ Organizational and leadership skills
- ☐ Planning, strategic design and development
- ☐ Internet site maintenance and web navigation
- ☐ Proficient in use of MS Office ® programs

Abilities

- ☐ Ability to supervise professional staff.
- ☐ Ability to articulate and conduct detailed briefings.
- ☐ Possesses good writing skills.
- ☐ Ability to develop operational objectives and plans.
- ☐ Possesses well developed interpersonal skills.

- ❑ Ability to operate in a politically sensitive environment and perform job responsibilities under stressful conditions.
- ❑ Accept responsibility, make decisions, establish priorities and solve problems
- ❑ Ability to be flexible and adapt to quickly changing situations.
- ❑ Demonstrated ability to collect, evaluate and disseminate time-sensitive information.